

CHURCHILL CENTER & SCHOOL

National Leader in Learning Disabilities

Our Mission at Churchill Center & School ("Churchill") is to give high potential children with learning disabilities the finest, individualized, remedial education and the support they need to achieve success and return to a traditional classroom... And to foster greater understanding and support for all people with learning disabilities by training other educators, supporting our families, and enlightening the community.

POSITION TITLE: **SCHOOL NURSE / FRONT DESK**

DEFINITION:

The School Nurse provides assistance and care of sick and injured students, maintains health and medical documentation for the school, and provides support for the administrative needs of Churchill.

Please note: This following description is not intended to be all-inclusive and may not include all of the duties, knowledge, skills, or abilities associated with this position.

MINIMUM QUALIFICATIONS:

- Associate's degree in nursing or closely related field from an accredited college or university; Bachelor's degree preferred
- Two years of nursing experience; experience working in a school or educational setting preferred
- Two years of general administrative experience
- PRN certification, RN certification preferred

DUTIES:

- Nursing and Student Care:
 - Administer prescription medications in accordance with physician instructions
 - Administer over-the-counter (OTC) medications as needed, following school protocols
 - Assess and treat a variety of injuries and illnesses
 - Track and follow up on sports injuries as they relate to school activities, especially motor skills
 - Chart medications given and document student visits

- Communicate with the Missouri Department of Health and Senior Services regarding immunization records
- Update, track, and maintain first-aid boxes throughout the school and acquire necessary medical supplies for restocking purposes
- Maintain a clean and safe environment in the nurse's office and front desk area.
- Prepare, stock, and distribute disposable ice packs
- Communication and Collaboration:
 - Communicate with parents regarding student health concerns
 - Update staff about student health concerns (forwarding physician instructions as needed) and general health issues in the community
 - Collaborate with school faculty to address the physical and emotional needs of students
 - Triage students to the Dean of Students for anxiety/social/emotional concerns
 - Relay messages to staff and students as appropriate
 - Communicate with vendor regarding the Automated External Defibrillator (AED).
- School Operations:
 - Answer phone calls, transfer calls, and send calls to voicemail as necessary
 - Compile student attendance and distribute it to staff on a daily basis
 - Assist colleagues within the school community as needed with various administrative tasks, such as copying, sorting, mailing, and ordering supplies
 - Prepare Monday folders with materials, set them out for pick-up, and notify faculty via email
 - Perform assigned morning duties
 - Greet all visitors, ascertain their purpose for visiting the school, and direct them appropriately.
- Safety and Preparedness:
 - Schedule CPR, Vision & Hearing screenings, and Flu shots annually
 - Update Crisis Management Team Bags
 - Assist in running Panic Alarm drills
 - Help update yearly school materials

KEY SKILLS AND KNOWLEDGE:

- Exhibits an understanding of and commitment to Churchill's mission and values
- Conducts self in presence of students, parents, faculty, staff, and visitors in a manner which models the core values and behaviors Churchill seeks to teach
- Demonstrates passion for helping students who struggle
- Possesses a working knowledge of child development and learning
- Demonstrates strong organizational skills and attention to detail
- Utilizes strong oral and written communication skills

- Desires a work environment that is supportive, engaging, and collaborative
- Maintains the ability to build interpersonal relationships with a variety of constituents

This is a full-time, 12-month position with paid time off for major holidays, as well as additional breaks during the school's designated winter and spring breaks.

Resumes and letters of interest can be emailed to resume@churchillstl.org or mailed to:
Churchill Center & School at 1021 Municipal Center Drive | Town & Country, MO 63131

No telephone inquiries please. Churchill Center & School is an equal opportunity employer.